



**2014 – 2015  
ARIZONA HIGHLY QUALIFIED ATTESTATION  
CHECKLIST FOR PRINCIPALS**

LEA		Principal Name	
School		School Start Date	

*All core content teachers must be highly qualified at the time of hire or the time of transfer to another position within a local education agency (regardless of whether a school receives Title I funding).*

**Within the first 4 weeks of school the following should be completed:**

- ☐ The Highly Qualified Teacher Guidance/Attestation Booklet for 2014-2015 should be downloaded from the Arizona Department of Education website located at:

<http://www.azed.gov/highly-qualified-professionals/etl-overview/>

- ☐ Administrators should review the list of core content areas and the requirements for each position provided in the guidance booklet. Regardless of whether a local education agency chooses to utilize the attestation forms to gather highly qualified data, teachers must meet the requirements for each core content position they are hired to teach.

***Core Academic Subject Areas:***

*Economics	*Elementary Education
*English	*Foreign Language
*Geography	*History
*Mathematics	*Middle Grades General Science
*Middle Grades Language Arts/Reading	*Middle Grades Mathematics
*Middle Grades Social Studies	*Music
*Political Science/Government	* Visual Arts
*Science (including Biology, Chemistry, Earth Science, General Science, Integrated Science, Physical Science and Physics)	

- ☐ Administrators will ensure that highly qualified files are updated annually and include all attestation forms (if utilized) and supporting documentation for all core content teachers. Files must be stored at the school site or at a centralized location for a minimum of five years (per federal requirements). All core content teachers must have a highly qualified file to support their status, which includes online teachers. Administrators should seek out and verify the required documentation from online providers prior to engaging their services.
- ☐ Under the federal ESEA requirements (formerly the No Child Left Behind Act of 2001) Title I schools are required to provide parent notification when a teacher does not meet the highly qualified requirements for their core content position(s) as outlined by the legislation. Parents must be notified after the fourth consecutive week in the classroom. Sample copies of the parent notification letter for district and charter schools can be downloaded from the Arizona Department of Education website located at: <http://www.azed.gov/highly-qualified-professionals/highly-qualified-teachers-and-paraprofessionals/information-for-administrators/>
- ☐ Although it is no longer a requirement to have teachers sign their individual attestation forms, it is recommended that administrators review the core content position requirements for each assigned position with each teacher (along with the means by which the teacher meets the highly qualified requirements) to ensure their understanding.
- ☐ All highly qualified teacher data must be entered on the Highly Qualified Teacher Position Input application, accessed through the Common Log-On, no later than September 29, 2014. Principals will electronically **verify** the accuracy of the information for each teacher as information is entered onto the system. Directions for entering highly qualified data can be located at: <http://www.azed.gov/highly-qualified-professionals/files/2013/10/hqt-walk-thru-13-14.pdf>